

JUDICIAL COUNCIL OF CALIFORNIA

Administrative Office of the Courts 455 Golden Gate Avenue San Francisco, California 94102
415-865-4272 Telecommunications Device for the Deaf Web site: www.courtinfo.ca.gov/careers

EMPLOYMENT OPPORTUNITY

JOB TITLE: SR. GOVERNMENTAL AFFAIRS ANALYST

JOB REQUISITION: 2489

LOCATION: SACRAMENTO, CA

SALARY RANGE: \$5,549 - \$6,743 per month
(Starting Salary will vary between \$5,549 and 6,104)

OVERVIEW

The Fiscal Analyst (Senior Governmental Affairs Analyst) is a fiscal impact specialist who will perform fiscal analysis of costs associated with all legislative proposals that may significantly impact the courts. Department Statement:

On behalf of the judicial branch, the Administrative Office of the Courts' Office of Governmental Affairs (OGA) represents and advocates for the Judicial Council on legislative, policy, and budget matters.

In furthering the council's strategic goals and policies related to court rules, operations, and procedures, OGA has primary responsibility for developing and advancing the Judicial Council's legislative and governmental relations programs.

RESPONSIBILITIES

- Analyze court-related legislation to evaluate fiscal impact of legislation on the judicial branch and prepare written analysis.
- Represent and advocate on behalf of the Judicial Council before the legislative and executive branches of state government.
- Perform and coordinate specialized work in legislative analysis and advocacy. Provide the legislative and executive branches of government information about potential fiscal impacts of legislative proposals that affect court administration.
- Plan, manage, and coordinate annual regional New Laws Implementation Workshops.
- Develop materials for plenary and training presentations, including written descriptions of legislation and its impact, power point presentations, frequently asked questions, and other materials for distribution.
- Plan, manage, and conduct complex and sensitive projects related to legislation or intergovernmental relations.
- Serve as an information clearinghouse for communicating legislative and executive branch fiscal and budget-related developments to representatives of the judicial branch, including participating in working groups, committees, task forces and education programs.
- Track and monitor mandates for development of rules, reports, forms, and procedures placed on judicial branch by the Legislature.
- Ensure that the judicial branch remains sensitive to budget and related fiscal information requests from the legislative and executive branches and responds in a timely manner.

- Conduct special studies, reviews, and analysis as assigned.

QUALIFICATIONS

Equivalent to possession of a bachelor's degree and three years of professional analytical experience in legislative or public policy analysis or advocacy with a focus on fiscal analysis.

OR

Two years as a Governmental Affairs Analyst with the Judicial Branch.

Additional directly related experience may be substituted for the education on a year-for-year basis. Possession of a directly related postgraduate degree such as public or judicial administration, or public policy, may be substituted for one of the three years of required experience.

In addition, desirable qualifications include:

Knowledge of:

- Court operations;
- The unique fiscal information needs of legislators, legislative committees, and legislative staff as well as the needs of the executive branch including the Governor's Office and the Department of Finance;
- Legislative process and procedures;
- Fiscal analysis and presentation;
- Budget development and advocacy;
- Legislative advocacy techniques;
- Software applications such as MS Word, Excel, and PowerPoint (advanced skills); and
- Principles and techniques of preparing effective oral presentations and a variety of written materials.

Ability to:

- Develop and maintain relationships with diverse groups;
- Ability to organize, prioritize, and coordinate multiple work activities and meet critical deadlines;
- Develop and implement goals, objectives, policies, procedures, and work standards;
- Analyze and solve problems;
- Negotiate on sensitive and/or controversial matters;
- Communicate effectively orally and in writing;
- Perform statistical analysis;
- Clearly present data through interpretation, explanation, and applying applicable laws, code, and statutes; and
- Work independently in developing fiscal impact statements with limited data.

The successful candidate will have experience working with Legislators and their staff, and experience in and a detailed understanding of the state's fiscal processes.

PAY AND BENEFIT(S):

SALARY RANGE: \$5,549 - \$6,743 per month
(Starting salary may vary between \$5,549 and \$6,104 per month)

Some highlights of our benefits package include:

- Health/Dental/Vision benefits program
- 13 paid holidays per calendar year

- Choice of Annual Leave or Sick/Vacation Leave
- 1 personal holiday per year
- \$105 transit pass subsidy per month
- CalPERS Retirement Plan
- 401(k) and 457 deferred compensation plans
- Employee Assistance Program
- Basic Life and AD&D Insurance
- FlexElect Program
- Long Term Care Program (employee paid/optional)
- Group Legal Plan (employee paid/optional)

HOW TO APPLY

The position will remain open until filled, however for earliest consideration, please apply by April 21, 2006.

1) This position requires the submission of our official application and response to the attached supplemental questionnaire. To ensure consideration of your application for the earliest round of interviews, please apply by April 21, 2006, however, this position will remain open until filled.

Please refer to "Sr. Governmental Affairs Analyst, Job Req #2489" on your application materials and all correspondence. To complete an online application, please visit our Web site at www.courtinfo.ca.gov/careers/view.htm.

OR

2) To obtain a printed application, please visit:

Administrative Office of the Courts
455 Golden Gate Avenue, 7th Floor
San Francisco, California 94102-3688
415-865-4272 Telecommunications Device for the Deaf

The Administrative Office of the Courts Is an Equal Opportunity Employer.

A supplemental questionnaire follows this announcement.

**SUPPLEMENTAL QUESTIONNAIRE
FOR
SR. GOVERNMENTAL AFFAIRS ANALYST (Req. #2489)**

This supplemental form is intended to provide more detailed information about your work experience and your answers will allow us to better assess your qualifications.

1. Briefly describe your relevant work experience involving the legislative and budget process.
2. Briefly describe your relevant work experience, if any, involving the California Judicial Branch.
3. Describe your experience developing fiscal impact statements and analyzing data; preparing reports for executive management review; and creating presentations for decision-making bodies.
4. Describe a challenging analytical project you have recently completed. Include: problem identified; recommended alternatives; basis for selecting solution; method used to determine if solution was successful.
5. Please list the knowledge, skills, and abilities that you believe make you a strong candidate for this position.
6. Please describe your work experience that involved providing lead direction or involved complex and highly sensitive issues.